**SENIOR SOLICITOR/ ASSOCIATE – RESIDENTIAL PROPERTY**

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| **Job Title** | Senior Solicitor/ Associate |
| **Salary Scale** | Competitive |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Partner Head of Residential Property Group |
| **Job Purpose** | To provide a professional and exemplary legal service to our Residential Property clients. |
| **Management Responsibility for** | 3 |

**Main Duties and Responsibilities**

* Provide advice to our clients on a range of residential property matters
* Proactively manage a busy caseload of sales and purchases through to settlement, remortgages, transfers of title, and discharges.
* Prepare and review legal documentation, examine title deeds, conduct searches
* Identify and resolve any problems experienced by our clients in a professional manner
* Have a good working knowledge of conveyancing and keep up-to-date with any developments through events/ training
* Collaborate with other professionals – i.e. estate agents/tax advisers/lawyers to deliver solutions for our clients
* Meet or exceed individual financial targets
* Actively seek to build your professional network and promote MBM to external peers
* Prepare articles and blogs for the website and press/ professional publications
* Build good relationships internally, support senior colleagues and advise colleagues with different specialisms
* Adhere to firm processes in relation to financial policies, time recording and AML compliance
* Maintain accurate records on the firms document management system.
* Ensure all employees for whom you are responsible have appropriate training and development needs identified and acted upon.
* Carry out Performance Reviews with the relevant staff.
* Undertake regular supervision and management of staff, including participation in recruitment, induction and disciplinary/grievance procedures when required.
* Develop and maintain effective working relationships with other groups in the firm.
* Ensure all processes are efficiently managed and subject to regular checks.

**Skills, Knowledge and Experience**

* Previous conveyancing experience in a similar role is essential.
* A commercial focus in managing workload effectively and efficiently.
* Mindset to exceed team and client expectations.
* Excellent interpersonal skills, both written and oral is essential.
* Able to build professional relationships with clients and third parties.
* Highly organised and ability to prioritise tasks.
* A high level of accuracy and strong attention to detail.
* Strong experience in managing people with confidence.
* Ability to build and motivate teams.
* Good working knowledge of Microsoft Office applications.

If you wish to apply for this role, please send your CV and Covering Letter, to include your salary expectations, via e-mail to [recruitment@murraybeith.co.uk](mailto:recruitment@murraybeith.co.uk)